

# CHIEF FINANCE OFFICER

**GRADE: SAIL**

**FLSA: EXEMPT**

## CHARACTERISTICS OF CLASS:

The Chief Finance Officer performs complex professional and administrative work involving the planning, organizing and directing of City financial activities. The responsibilities of this position are to direct the operation of the Department of Finance, to recommend financial and administrative policy to the City Manager and the Mayor and Council, and to assist the operating departments to deliver services to the public by providing financial and administrative support and services. Included in the Finance Department are the functions of financial management and planning, debt management, cash management, accounting, accounts payable, payroll, purchasing and warehousing, utility billing and tax collection and budget. Incumbent reports directly to the City Manager, serves as a member of the senior management team and as such assists in the strategic management process.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Plans, organizes, directs and participates as necessary in all City financial activities including budgets, payroll, pension, procurement, disbursements, revenues, etc.
- Plans, organizes, directs and participates in the activities of subordinates and provides ongoing feedback.
- Sets, determines, and establishes departmental policies and procedures.

- Plans and completes work necessary to issue bonds as part of a City team.
- Invests cash balances to secure maximum rate of return consistent with the laws of Maryland and to meet cash flow needs.
- Prepares Comprehensive Annual Financial Report in conformance with generally accepted accounting principles for local government.
- Prepares interim financial reports.
- Establishes and maintains financial systems and procedures.
- Attends Mayor and Council meeting as requested to advise on financial and administrative matters.
- Adjusts priorities within the Finance Department in response to changing objectives and needs.
- In the most efficient and effective manner possible, directs the proper collection and accounting of all revenues required by the City, including billing of utilities and special assessments; all purchases made by the City; payment of all bills, including payroll; proper accounting of all expenditures; investment of all idle funds to obtain maximum earnings; and issuance of debt and financial reporting to satisfy bond holders, management and the citizens of Rockville.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a Master's Degree from an accredited college or university with major course work in accounting, economics, business or public administration, plus a minimum of five years of progressively responsible supervisory experience in full-service local government finance.

### **Preferred Knowledge, Skills and Abilities:**

- Extensive knowledge of the principles and practices of municipal financial administration, investments, accounting and auditing.
- Extensive knowledge of the legal authority, structure, duties, and limitations of municipal administration government.
- Extensive knowledge of the principles and practices of utility, tax and property accounting, and of their associated systems and procedures.
- Extensive knowledge of the procedures and practices of municipal purchasing, contracts and inventory control.
- Extensive knowledge of motivational, team-building, and negotiating techniques.
- Ability to plan, organize and direct the activities of a large group of professional, technical and clerical subordinates.
- Ability to analyze, design, modify and implement automated and manual systems and procedures.
- Ability to analyze complex financial information and communicate it to nonfinancial users in an understandable manner.
- Ability to establish policies and procedures where there was no previously

existing precedent.

- Ability to establish and maintain effective working relationships with superiors, associates, subordinates, the banking and business community, and the general public.